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ABSTRACT

The major emphasis of this pamphlet is on helping teachers obtain government publications to use in their social studies classrooms. These publications have much to offer to social studies teachers due to their inexpensiveness, reliability, and availability; their civic value which is high; and their provision of an opportunity for teachers to train their students in the use of primary source material. Sources of information are given for locating federal government publications including government bibliographical sources and professional periodical literature listings which refer to government publications. In addition, annotations are provided on federal government agencies, their inexpensive or free government publications and services that are particularly significant and useful for social studies teachers. Regional and local branches of federal agencies are listed. Information is also included on how to locate local and state government publications. References are made to publications of international organizations and to audio-visual materials available from the federal government. Related documents are SO 005 979 through SO 006 000. (SJM)

How To Do It Series—No. 11

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How To Locate Useful Government Publications

National Council for the Social Studies
A DEPARTMENT OF THE NATIONAL EDUCATION ASSOCIATION
1201 16th Street, N.W., Washington, D. C. 20036

ED 081652

Stanley P. Wronski
Michigan State University
East Lansing, Michigan

Why Use Government Publications?

What is there about government publications that warrants their use by social studies teachers? To answer this question we must inquire into the characteristics of such publications and delineate their unique or peculiar attributes. Their utility to social studies teachers is dependent in part on the extent to which they possess these desirable attributes.

In the first place government publications are relatively inexpensive. Many can be obtained free of charge by writing directly to one's Congressman or to the particular agencies from which the publications originated. In recent years, however, there has been a tendency to reduce the number of free issues by both Congressmen and government agencies. Often they will suggest that you refer your request for priced material to the Government Printing Office, Washington, D. C. 20402. But even in the case of priced material you can usually expect a reasonably "good buy" for your money. For example, the *United States Government Organization Manual,* which describes the organization and functions of the major branches and agencies of the federal government, sells for $2.00 post paid. This valuable and authoritative handbook of information is usually over 800 pages long. In addition to its useful charts on the structure of our federal government, it has brief descriptions of quasi-official agencies and international organizations. It also has one appendix listing abolished or transferred agencies and another dealing with government publications.

Second, the civic value of government publications is very high. They tend to cement the bonds of citizenship. For the layman the recent reports of the President's Commission on Law Enforcement and Administration of Justice provide searching analysis and challenging recommendations concerning such critical domestic problems as crime, juvenile delinquency, police action, and court procedures. Labor leaders make extensive use of the publications of the Bureau of Labor Statistics. Manufacturers and advertisers pay close attention to the reports of the Federal Trade Commission. Teachers and educators utilize the publications of the Office of Education and those of practically all other agencies of the government.

There is scarcely a single segment of the United States population that does not or could not derive some value from the use of government publications. It is an encouraging fact that they are now being used more extensively than ever before. This is not said in order to justify extensiveness *per se*. Rather it is indicative of a healthy relationship between the citizen and his government. A student who in later life writes for and receives a pamphlet such as *Planning the Expansible House* or the "best seller," *Infant Care,* is more likely to look upon his government as a helpful servant rather than as an unsolicitous master.

Third, government publications are for the most part reliable. It must be remembered that for every publication dealing with controversial matters of opinion or policy there are literally hundreds that are highly objective, unbiased, and concerned primarily with facts, not opinions. Such works as the *Bulletin* of the Bureau of Labor Statistics, various census reports, and the *Statistical Abstract* have long been recognized as highly reliable sources of information.

Fourth, because of their ready availability and because they are often primary or official sources, government publications provide an opportunity for social studies teachers to train their students in the use of source materials. Such materials are an excellent means of teaching students to evaluate the accuracy of statements and to distinguish between fact and opinion. The United

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Discounts: 2-9 copies, 10%; 10 or more copies, 20%

States Census, the *Statistical Abstract*, and the publications of such agencies as the Bureau of Labor Statistics are especially valuable sources of information for use by both students and teachers.

Locating Federal Government Publications

General references. Probably the most persistent question asked by social studies teachers who are contemplating the use of government publications is, "Where do I write for the materials or publications I want?" An attempt will be made to answer that question as adequately as can be done. It is obvious, however, that a mere listing of all possible materials would be out of the question in such a limited space and furthermore would be of doubtful value. It would appear to be of much greater value to find an answer to the preliminary question, "Where do I look for information that will tell me what is available and where do I write for it?" It has been said that the mark of an educated man is not his ability to recall answers to specific questions but his ability to recall and utilize *sources* that will provide answers to the questions or give him leads to answers. Similarly the social studies teacher who would like to be competent in locating government publications should preferably know about those basic sources or bibliographical aids that will provide an answer to his question, "Where do I write to find out what is available?" Fortunately for the teacher there are three such basic bibliographical aids as far as federal government publications are concerned—and two of these are free.

The first and most comprehensive source of information on government publications is the *United States Government Publications Monthly Catalog*, usually referred to as the *Monthly Catalog*. It lists all the publications printed by the Government Printing Office. Note that it does not list *all* federal government publications. Some agencies publish some of their material in processed form (mimeographed, multigraphed, multilithed, etc.) or let contracts to private printing firms. These publications, however, are few in number compared with the output of the Government Printing Office.

Among the various sections of the *Monthly Catalog* is one entitled "Previews," which lists forthcoming publications that have been received in page-proof form. Advance orders may be placed for these publications. There are a few pages dealing with new library classification numbers for the newer publications. All the agencies from which publications have emanated are listed. The index is alphabetized according to subjects and personal authors.

The entries in the *Monthly Catalog* are listed under the issuing agencies, also referred to as "authors," and not according to title or topic. Entry numbers are assigned in consecutive order according to the alphabetical listing of agency authors in the table of contents. Each individual entry contains an entry number, author, series title and number (if any), descriptive title, date of publication, number of pages, price, a notation as to whether the publication contains illustrations, and a call number to be used when ordering publications or looking them up in a library.

Here are parts of a sample index page and of a sample entry page to which the index refers:

NOVEMBER 1967

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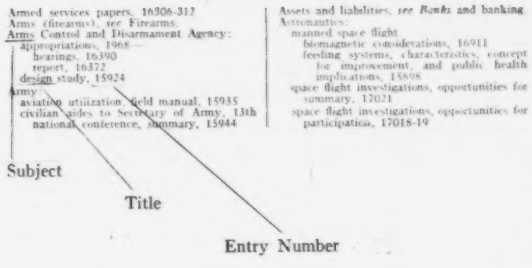
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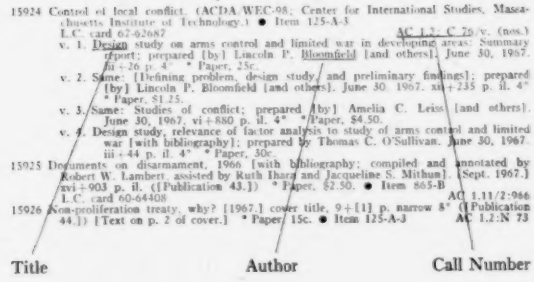
(ENTRY PAGE)

ARMS CONTROL AND DISARMAMENT AGENCY
Washington, D. C. 20451


15924 Control of local conflict. (ACDA/WEC-98; Center for International Studies, Massachusetts Institute of Technology.) • Item 125-A-3
L.C. card 67-62687
AC 1.2: C 76/v. (nos.)
v. 1. Design study on arms control and limited war in developing areas: Summary report; prepared [by] Lincoln P. Bloomfield [and others]. June 30, 1967. iii+26 p. 4° • Paper, 25c.
v. 2. Same: [Defining problem, design study, and preliminary findings]; prepared [by] Lincoln P. Bloomfield [and others]. June 30, 1967. xii+235 p. il. 4° • Paper, $1.25.
v. 3. Same: Studies of conflict; prepared [by] Amelia C. Leiss [and others]. June 30, 1967. vi+880 p. il. 4° • Paper, $4.50.
v. 4. Design study, relevance of factor analysis to study of arms control and limited war [with bibliography]; prepared by Thomas C. O'Sullivan. June 30, 1967. iii+44 p. il. 4° • Paper, 30c.
15925 Documents on disarmament, 1966 [with bibliography; compiled and annotated by Robert W. Lambert, assisted by Ruth Ihara and Jacqueline S. Mithun]. [Sept. 1967.] xvi+903 p. il. ([Publication 43.]) • Paper, $2.50. • Item 865-B
L.C. card 60-64408
AC 1.11/2:966
15926 Non-proliferation treaty, why? [1967.] cover title, 9+[1] p. narrow 8° ([Publication 44.]) [Text on p. 2 of cover.] • Paper, 15c. • Item 125-A-3
AC 1.2:N 73
Title
Author
Call Number

A "General Information" section in each *Monthly Catalog* gives concise information on how to order government publications. (1) Publications may sometimes be obtained free by writing directly to the issuing department or to one's Congressman. (2) Otherwise, materials may be purchased directly from the Superintendent of Documents, Government Printing Office, Washington, D. C. 20402, making remittance by check, postal or express money order (currency sent at the sender's risk), or by special coupons in five-cent denominations, purchased in advance from the Superintendent of Documents. As an alternative, a depository account of $25.00 or more may

be started with the Superintendent of Documents and drawn against until it is exhausted.

For many teachers the fact that the *Monthly Catalog* costs 50 cents per copy ($6.00 for a yearly subscription) is a drawback to its use. In their case a less extensive, but nevertheless very helpful, substitute is the free semi-monthly *Selected United States Government Publications*. This single flyer usually lists about forty or fifty of the most popular recent publications. A wide range of subjects is covered in each issue. For example, in a recent issue, publications are listed dealing with such diverse topics as facts about the Civil War, the Organization for Economic Cooperation and Development, federal career jobs, National Parks, and social change in Latin America.

A particularly valuable feature of the *Selected United States Government Publications* is the brief annotation of each title listed. These few sentences about the publication are time-savers for the busy teacher. A further advantage to being on the mailing list for this semi-monthly flyer is that one also receives numerous other single-issue flyers, announcements, and miscellaneous information on government publications.

A third bibliographical aid published by the Government Printing Office is the *Price List*. At the present time there are 47 such lists covering as many different fields of knowledge. The number is constantly changing as the Government Printing Office combines two or more old categories or adds new ones. These free price lists, obtainable on request from the Superintendent of Documents, contain essentially the same information that is found in the *Monthly Catalog* and are written in somewhat the same form. Their advantage is that they combine under one cover all available government publications on a specified subject. Of particular value to social studies teachers are those lists entitled American History, Labor, Transportation, Tariff and Taxation, Political Science, Foreign Affairs, and Space Exploration.

The social studies teacher who wants to expend the barest minimum of effort in keeping up with government publications would probably do best by sending a post card to the Superintendent of Documents asking (1) to be put on the mailing list for the free *Selected United States Government Publications* and (2) to be sent those *Price Lists* containing the particular topics in which he is interested. These two publications are the *only* ones issued by the Government Printing Office that are free (barring rare and minor exceptions).

Thus far we have discussed only governmental bibliographical sources as aids in locating government publications. Fortunately for teachers there are literally scores of other secondary sources that refer to government publications and where they may be obtained. Professional periodical literature is especially important in this respect. A complete listing is impossible here, but among the more useful of these secondary sources of information are the following:

Social Education. The quarterly department, "Pamphlets," under the editorship of Louis M. Vanaria, is the best single periodical source of information on government publications for social studies teachers.

Intercom. Its bi-monthly "New Books and Pamphlets on World Affairs" section contains frequent references to government publications as do other articles in this excellent periodical.

American Education. This official monthly journal of the United States Office of Education has in each of its issues, under "Recent Publications," approximately a half page listing of government publications. Many are available free of charge in single copies.

The NEA Journal. It has a "Free or Inexpensive" department in each issue which usually lists a number of government publications. The bibliography is annotated.

The Booklist. This semi-monthly publication of the American Library Association is intended primarily for school librarians. At irregular intervals it devotes two or three pages to an annotated bibliography of government publications suitable for classroom use.

Specific federal government agencies and their publications. Although it is not within the scope of this work to annotate even a small fraction of the multitudinous government publications, mention may be made of some few inexpensive or free publications and services that are particularly significant, valuable, or useful for social studies teachers.

The Bureau of Census in the Department of Commerce has published annually since 1878 the *Statistical Abstract of the United States*. It is the standard summary of statistics on social, political and economic conditions in the United States. Because of its comprehensiveness and authoritativeness it is one of the most valuable documents available for citizen use. Over the years it has extended its coverage of data so that it now covers 34 different broad categories in over 1000 pages. Among the categories are those relating to population, education, law enforcement, geography, labor force, national defense, welfare services, national income, prices, elections, government finances, business enterprises, communications, power, science, transportation, agriculture, mining, construction,

manufacturing, foreign trade, and comparative international statistics. Its most recent additional categories are concerned with metropolitan area statistics. This is of particular interest to the teacher of civics or government courses which have also taken on considerably more content relating to metropolitan areas. Currently selling at $4.00 a copy, the *Statistical Abstract* certainly represents a "best buy" among government publications.

The Bureau of the Census, in addition to being a source of extensive information, offers special services to individuals or groups on a cost basis. For example, the Bureau's resources can be made available for such services as designing sample surveys, collecting data by mail or field enumeration, tabulating tapes and punch cards provided by the customer, providing population estimates and projections, and giving other technical assistance. The cost of these special services does not include the cost of collecting the data unless special questions have been added to the questionnaire at the customer's request.

The Bureau of Labor Statistics of the Department of Labor publishes biennially the *Occupational Outlook Handbook*. This is particularly valuable for social studies teachers who are teaching units on occupations, are doing counseling work, or are otherwise interested in latest employment and occupational trends. Often the Bureau also prints large free graphs or charts that depict clearly and accurately changing occupational conditions. The *Handbook* lists hundreds of occupations and for each one there is a brief description of the nature of the work, where these workers are usually employed, training required, earnings, working conditions, employment outlook, and where to go for more information on this particular occupation. Two related publications also issued regularly by the Bureau of Labor Statistics are the *Occupational Outlook Quarterly*, a periodical which provides a continuous flow of information between editions of the *Handbook*, and the *Occupational Outlook Report Series*, a set of over 100 reprints of the *Handbook* statements on different fields of work. Both of these publications offer aid to young people choosing a vocation.

The Office of Media Services in the State Department publishes a series of *Background Notes* leaflets on the countries of the world. Each numbered leaflet in this series contains a brief summary of the history, geography, politics, and economy of a country, including a list of its principal government officers and the names of the principal officers of the U. S. Mission to that country. Usually, a map of the country is included, and often a brief bibliography. Copies of these *Background Notes* can be obtained from the Government Printing Office, at 5 cents or 10 cents each.

Copies of current Supreme Court decisions can be obtained from the clerk of the Court. It is important in making such requests to clearly identify the particular case desired. The clerks of the House and the Senate will send on request copies of bills that have been introduced in Congress.

The United States Joint Publications Research Service (JPRS) is a government organization which was established in March 1957 to service government agencies with translation of unclassified foreign documents, scholarly works, research reports, and other selected source materials not available in English. The translations are performed by linguists and researchers under contract with JPRS. As of June 30, 1964, JPRS issued approximately 1,500,000 pages of reports, the majority of which are in the social sciences; the total annual production at present is around 250,000 pages. The JPRS social science translations represent over ninety per cent of all unclassified research translations in English produced currently for the social sciences including the fields of economics, international relations, political science, economic geography, sociology, education, management and organization, labor relations, public health and welfare, and social psychology. A bibliography of JPRS publications is compiled by Research and Microfilm Publications, Inc., 2233 Wisconsin Ave., Washington, D. C. 20007. Many large libraries carry the translations on microprint cards.

It should be emphasized that in writing to agencies one should ask for specific titles, or for material on a specific subject, or for a bibliography of agency publications. In other words, one should not write to the Department of Interior and the Department of Agriculture and say, "Please send me any material you have on conservation."

Regional and local branches of federal agencies. In large metropolitan areas there are probably over a hundred different branches of various federal government agencies. Most of them have pamphlets for distribution as well as flyers, circulars, or charts which describe their particular functions, duties, and relation to other agencies. Where distances and transportation facilities permit, the students may often profit from securing such publications on their own. Metropolitan areas, however, are not the only places in which branch offices of federal agencies are found. For example, the District Information Office of the Bureau of Reclamation at Grand Coulee Dam, Washington, has for distribution an information-packed *Guidebook* which contains significant details regarding irrigation features of the Columbia Basin Project. The booklet is particularly valuable for classes in geography, economics, sociology, contemporary problems, or state history.

Little publicized and highly useful are the centers maintained by universities and various private organizations and institutions for the distribution of State Department publications. These centers, scattered throughout the country, make available some of the Department's free material and most of them stock nonfree publications as well. The following is a list of these distribution centers, the asterisk indicating those that also sell State Department materials:

*Buffalo Council on World Affairs
1298 Main Street
Buffalo, New York 14209

Chicago Council on Foreign Relations
116 South Michigan Avenue, Chicago, Illinois 60603

*Council on World Affairs
601 Investment Insurance Bldg.
Cleveland, Ohio 44114

Thomas F. Cunningham Reference Library
International House
New Orleans, Louisiana 70112

Institute of International Affairs
Division of Continuing Education
University of Oregon
1250 Emerald Hall
Eugene, Oregon 97403

International Center
University of Louisville
Louisville, Kentucky 40208

*Minnesota World Affairs Center
122 Social Sciences Building
University of Minnesota
Minneapolis, Minnesota 55455

St. Louis Council on World Affairs, Inc.
Chase-Park Plaza Hotel
212 North Kingshighway
St. Louis, Missouri 63101

Southeastern Association for Adult Education
University of North Carolina, Extension Division
Chapel Hill, North Carolina 27515

Social Science Foundation
University of Denver
Publications Distribution Center
Denver, Colorado 80210

University of Utah Libraries
Government Documents Library
Salt Lake City, Utah 84112

*Woodrow Wilson Department of Foreign Affairs
University of Virginia
Charlottesville, Virginia 22903

*World Affairs Book Center
345 East 46th St.
New York, N. Y. 10017

World Affairs Council
U.N. Information Center
105 Newbury Street
Boston, Massachusetts 02116

*World Affairs Council of Northern California
406 Sutter Street
San Francisco, California 94108

*World Affairs Council of Philadelphia
The John Wanamaker Store
Third Floor Gallery
Philadelphia, Pennsylvania 19107

Locating State Government Publications

General references. Unfortunately for social studies teachers the sources of information about state government publications are few, sketchy, usually obscure, and difficult to locate. It is a paradoxical fact that one of the major sources of information about state publications is the federal government itself. These federal government publications are often more revealing and informative than those of the states.

Probably the most useful of these federal government publications is the *Monthly Checklist of State Publications*, prepared by the Library of Congress. It bears roughly the same relationship to state publications as the *Monthly Catalog* does to federal publications. It is for sale by the Superintendent of Documents, Government Printing Office, at 35 cents per copy or $3.00 for an annual subscription. Each issue contains approximately 60 pages. The number of publications listed under each state heading ranges from none to over 100. The median number is about fifteen. The references in the *Checklist* are not annotated, but titles are self-explanatory. In addition to listing state government publications, the *Checklist* also cites publications of the United States territorial possessions and publications of various associations of state officials and regional organizations.

For the social studies teacher the major disadvantages of the *Checklist* are threefold: (1) It lists only a minority of all state publications. (2) It is overly burdened with ponderous, specialized literature which has limited usefulness for the teacher or student. (3) There are relatively few references to ephemeral but useful state publications.

In addition to information on state government publications, the federal government publishes considerable material about the various states. A major source of such information is the United States Bureau of the Census. In the field of state finance, for example, the Bureau of the Census issues annually separate reports for each state: a statistical compendium and topical reports on budgets, debts, and tax collections.

Specific publications of state government agencies. The use of the post card and the personal visit are the two most effective means for locating and obtaining particular publications of various state government agencies or departments. Many worthwhile state publications never see the light of a school classroom for want of knowledge of their existence. The writer, in a single one-hour visit to the Minnesota State Capitol, obtained from 10 to 15 very useful publications dealing with such diverse topics as conservation, government reorganization, youth problems, children's literature, and state industrial growth. This experience doubtlessly could be duplicated in other states.

Locating Local Government Publications

General references. There is no single bibliographical reference that covers all local government publications. The personal visit by teacher or student is probably the most effective means for locating and obtaining such publications. In addition to being effective, it has the obvious pedagogical and civic value of further bridging the gap that so often exists between the school and the community.

As a rule those cities with the city manager type of government do a better job of reporting to the people than do other kinds of cities. The city of Ellensburg, Washington, for example, issued its *First Annual Report* in 1950, two years after the adoption of the council-manager form of government, and this report was available free of charge to those who requested it.

Fortunately for both teacher and student almost all cities that issue annual reports have within recent years made a concerted effort to simplify them, make them more readable, and brighten them with pictures, graphs, and an attractive format. Some of the cities that have done especially well in this respect are Milwaukee, Wisconsin; Windsor, Connecticut (which sent 100 copies to local schools for use in civics classes); Kansas City, Missouri; Albert Lea, Minnesota (a special report depicting twenty years of operation under the council-manager charter); and Philadelphia, Pennsylvania (which had 130,000 copies published).

Publications of International Organizations

This report on publications would not be complete without reference to the publications of the United Nations and regional organizations such as the European Community. Strictly speaking, these are not "government" publications, but their similarity to such publications is a strong and practical, if not logical, argument for their inclusion here. The basic reference for locating the publications of the United Nations is the *United Nations Documents Index*. Its function, organization, and purpose parallels that of the *Monthly Catalog*.

The following excerpts from the *United Nations Document Index* are parts of a sample index page and the page to which the index refers:

JULY/AUGUST 1967

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DEVELOPING COUNTRIES
capital movements: See Capital movements: & developing countries
capital outflow
Reports
E/4373 & Add. 1. S.G. Progress report on outflow of capital from the developing countries, including replies from Governments
E/4374. ESC, 43rd sess.: Economic Committee. Report.
Other documents
E/4405. S.G. Note giving summary of questions and issues
Draft resolutions
E/AC.6/L.373
capital outflow
measurement E/4327 (ST/ECA/98) (Sales no.: 67. II. D. 17)
questionnaire E/4374 (Part)

Subject

Call Number

Title

(ENTRY PAGE)

Economic and Social Council

General Series (continued)
E/4366/Add. 1. Financing of economic development. Agenda item 5 (XLIII). Tax reform planning. Statement by the Secretary-General of the financial implications of the proposals made in his note E/4366. 10 Jul 1967. 2 p.
E/4374. External financing of economic development of the developing countries. Outflow of capital from the developing countries. Agenda item 5 (c) (XLIII). A progress report by the Secretary-General. 26 May 1967. 85 p.
—/Corr. 1. 18 Jul 1967. 1 p.
—/Add. 1. 11 Jul 1967. ii, 12 p.
E/4375. External financing of economic development of the developing countries. International flow of capital and assistance. Agenda item 5 (a) (XLIII). Factors affecting the ability of developed countries to provide resources to the developing countries. Report of the Secretary-General. 14 Jun 1967. 61 p.

Title

The *Index* is available through the Sales Section, Publishing Service, United Nations, New York 10017. The publications listed within it are available through United Nations Publications, Room 1059, UN; or the UNESCO Publications Center, 317 East 34th St., New York, N. Y. 10016; or the International Documents Service, Columbia University Press, 136 South Broadway, Irvington-on-Hudson, New York 10553.

A variety of exhibited materials, displays, and publications on the United Nations is also available from the

United Nations Association of the U. S. A., 345 East 46th Street, New York, N. Y. 10017.

A more recent United Nations publication is *Current Issues: A Selected Bibliography on Subjects of Concern to the United Nations*. Issued twice a year this pamphlet lists periodic articles and other publications dealing with such topics as the UN, international agencies relating to the UN, and some of the legal, political, technological, social, and humanitarian problems of concern to the UN. Many foreign as well as American publications are cited.

Some examples of United Nations publications of value to social studies teachers are the following:

The United Nations and What You Should Know About It. 52 pp. $ 0.40. Simply written, informative, well-illustrated booklet.

Progress in Pre-Investment. 52 pp. $ 0.75. Describes the various programs of technical assistance conducted by the UN.

To Accomplish These Aims. 114 pp. $ 1.75. Seven lectures given in commemoration of the International Cooperation Year, 1965.

The United States State Department is a prolific source of information not only about our foreign relations but also about the United Nations and regional organizations. It has published bibliographies and several pamphlets in its International Organizations and Conference Series. Among the other series are those dealing with economic cooperation, the Far East, general foreign policy, and Inter-America. Many of the publications in these series sell for as little as five or ten cents.

Closely related to documents of the United States government and of the United Nations are those publications of various regional organizations such as the North Atlantic Treaty Organization (NATO). The Charter of the United Nations specifically permits the formation of such "regional arrangements or agencies for dealing with such matters relating to the maintenance of international peace and security" (Chapter VIII, Article 52). The growth in number and importance of these organizations has been one of the most significant developments in international affairs since the Second World War.

The following list contains (1) the name of some of the more important regional organizations, (2) the source of publications about the organization, and (3) the citation of a representative publication dealing with the organization.

Organisation for Economic Cooperation and Development (Formerly the Organisation for European Economic Development) OECD Publications Center, Suite 1305, 1750 Pennsylvania Ave., N.W., Washington, D. C. 20006.

The OECD at Work. 148 pp. Free. Defines the aims and working methods of OECD and provides details of the relations between OECD and other international organizations.

European Coal and Steel Community (ECSC)
European Economic Community (EEC)
European Atomic Energy Community (Euration)
(The above are the three parts of the European Community.) European Community Information Service, 808 Farragut Building, 900 17th Street, N.W., Washington, D. C. 20006.

Twenty Questions. Free. Some of the questions asked by critics of the Community and some of the relevant facts.

Organization of American States (OAS), Pan American Union, Sales and Promotion Division, Seventeenth Street between Constitution Avenue and C Street, N.W., Washington, D. C. 20006.

Organization of American States: What it is and How it Works. 48 pp. $ 0.25. Describes the aims and activities of "the world's oldest international organization."

United Nations Economic Commission for Africa (ECA)
United Nations Economic Commission for Asia and the Far East (ECAFE)
United Nations Economic Commission for Europe (ECE)
United Nations Economic Commission for Latin America (ECLA)

International Documents Service, Columbia University Press, 136 South Broadway, Irvington-on-Hudson, New York 10553.

Fifteen Years and 150,000 Skills: An Anniversary Review of the United Nations Expanded Programme of Technical Assistance. 107 pp. Free.

Central Treaty Organization (CENTO), Public Relations Division, Yeni Meclis, Ankara, Turkey.

The Story of the Central Treaty Organization. 42 pp. Free. Gives background information and main functions of CENTO.

Instructional Media

While this publication has concerned itself primarily with government printed materials, some reference should be made to audio-visual materials available from the federal government. A large number of the many agencies of the federal government have produced a wide variety of films, filmstrips, and slides. The individual government agencies will supply a list of available titles of such materials that they have produced. However, because

of the number of agencies producing such materials, it has not always been easy to locate what is available.

A partial solution to this problem is to be found in the publication entitled *U. S. Government Films for Public Education Use*. This publication, which sells for $3.00 is Circular No. 742, Office of Education, Department of Health, Education, and Welfare. It should be ordered from the Superintendent of Documents, Government Printing Office, Washington, D. C. 20402. Periodic supplements to this 1955 catalog appear about every two years. These publications list over 5,000 films and filmstrips of the United States Government which are now available for public use. Each title is followed by a brief description of content with specific information about where and how it may be secured.

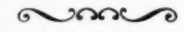
As this is a comprehensive listing, by titles only, of all government films and filmstrips, it will be necessary for the teacher to go through and select those of value for the classroom. Much of the material has little value for the regular classroom teacher, as it was prepared for specialists in a variety of fields. However, there are hundreds of films that could be used in the classroom, and there are frequent listings of films that deal with some aspect of the social studies.

An example of a recent filmstrip produced by the Department of State is *The United States and World Affairs: An Introduction to Our Foreign Relations*. Specifically designed for secondary school students this 53 frame color filmstrip shows the constitutional relationship between the President and the Secretary of State in conducting foreign affairs. It also shows the global scope of our international interests and indicates how foreign relations affect the life of every citizen. An 18 page *Teacher's Manual* is available for use with the filmstrip. Also available are tape-recorded briefings on U.S. foreign policy. All of these items are obtainable from the Office of Media Services, Bureau of Public Affairs, Department of State, Washington, D. C. 20520.

The Usefulness of Government Publications

Whether government publications become *useful* or not depends ultimately upon the teacher. It is true that some teachers as well as politicians are inclined to view government publications as being (1) trivial, superficial, and a waste of taxpayers' money or (2) biased and slanted toward a particular point of view. As to the first of these charges, impartial analysis should clearly reveal the valuable educational contribution the majority of these materials has made both to the public in general and to students in particular. Certainly they have served a distinctive role in keeping the American people informed on affairs of public interest.

The second charge is not only significant in itself but has even more serious implications. Those who hold such a point of view must note two rather important considerations: (1) Most government publications are concerned with matters of fact rather than opinion. Where opinions are dealt with they are presented primarily as a matter of reporting to the people, much as a textbook writer may present various interpretations of a particular problem under discussion. It must be recognized though that facts can be selected so as to produce bias and in such cases a part of critical thinking calls for the ability to detect where facts have been arbitrarily selected to prove a point or arrive at a preconceived point of view. (2) In the case of those publications which are definitely opinionated or slanted in one direction, the social studies teacher can actually use them to advantage in acquainting his students with the procedures of critical insight in distinguishing facts from opinion. The social studies teacher who expects all of his materials to be free of bias is doomed to disappointment. Not only that, but he is forfeiting an opportunity to make a real contribution to his students in an area in which he presumably should be most competent—in the critical analysis and appraisal of conflicting social thought.



NOTE: This *How To Do It* notebook series, designed for a loose-leaf binder, provides a practical and useful source of classroom techniques for social studies teachers. Elementary and secondary teachers alike will find them helpful. The titles now available in this series are: *How To Use a Motion Picture, How To Use a Textbook, How To Use Local History, How To Use a Bulletin Board, How To Use Daily Newspapers, How To Use Group Discussion, How To Use Recordings, How To Use Oral Reports, How To Locate Useful Government Publications, How To Conduct a Field Trip, How To Utilize Community Resources, How To Handle Controversial Issues, How To Introduce Maps and Globes, How To Use Multiple Books, How To Plan for Student Teaching, How To Study a Class, How To Use Sociodrama, How To Work with the Academically Talented in the Social Studies, How To Develop Time and Chronological Concepts,* and *How To Teach Library Research Skills in Secondary School Social Studies.*

Jack W. Miller of George Peabody College for Teachers is editor of this series. Dr. Miller welcomes comments about the items now in print and suggestions for new titles.